



ST'ÁT'IMC



Job Posting

Administrative Assistant (2 Year Contract)

SUMMARY OF DUTIES

St'át'imc Government Services (SGS) is seeking a Full-time Administrative Assistant who will work directly with St'át'imc Government Services (SGS) in a wide variety of administrative duties in support of the Managers of SGS and other members of senior management. The Administrative Assistant has receptionist duties in addition to more complex functions and services, such as arranging travel plans, minute-taking during confidential meetings, and scheduling meetings for departments. The Administrative Assistant is responsible for providing administrative, secretarial, and general administrative support to the St'át'imc Government Services.

DUTIES & RESPONSIBILITIES

- Performs all duties and responsibilities in accordance with the St'át'imc Government Services policies, standards, and procedures, and as directed by the SGS Administrator.
- Maintains confidentiality on all matters relating to the affairs of the St'át'imc Nation.
- Supports St'át'imc Management Personnel and the Board of Directors by organizing meetings as requested, confirming dates best for meeting group, book meeting space, sending out meeting invites, confirming attendees, arranging in person/virtual options, lunches/snacks when applicable.
- Supports St'át'imc Government Services Management Personnel and the Board of Directors by providing secretarial support by preparation of meeting agendas, meeting packages, reports, agreements, minute taker, briefing notes, motions, action items and correspondence.
- Assists in the follow-up of action items from meetings of the St'át'imc leadership tables.
- Develops and maintains a filing system for the Board of Directors and Management personnel as requested.
- Courteously receive and screen all inbound telephone calls, e-mails, and visitors to the office; refer and/or redirect calls, e-mails, or visitors as applicable.
- Coordinate departmental office activities.
- Pick-up, Review, evaluate and receive incoming mail. Evaluate, and distribute correspondence requiring priority attention of identified staff.



- Provides support and supervision to the On-call Receptionist when required,
- Other duties as required.

SKILLS AND ATTRIBUTES:

- The ability to professionally format letters, reports, files, resolutions, and minutes.
- Must possess excellent interpersonal skills and telephone etiquette.
- Ability to communicate effectively both verbally and written.
- Must possess a high standard of organizational skills.
- Must be a self-motivated individual who can work independently or as part of a team.
- Must be knowledgeable in office procedure and good public relations skills.
- Must be dependable and have an excellent work ethic.

EXPERIENCE REQUIREMENTS

- University degree in Business Administration, or an acceptable combination of education and progressively responsible experience with 2 years of direct work experience in an Administrative Assistant capacity.
- Strong knowledge of general office procedures involving procurement, travel arrangements, budget management, reports, etc.
- superior typing skills are required.
- Hands-on experience with productivity applications, including word processing, spreadsheets, e-mail clients, and presentation software.
- Excellent writing skills, including proper spelling, grammar, and punctuation.
- Superior time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision.
- Ability to interpret and implement company policies and procedures.
- Professional, responsive, positive work attitude, resourcefulness and flexibility are essential.
- Previous experience in handling confidential or sensitive information; knowledge of applicable data privacy laws.
- Knowledge of supplies, equipment, and/or services ordering, as well as inventory control of these items.
- Able to maintain filing systems and databases along with records maintenance skills.
- Strong verbal skills to communicate with all levels of the executive team.



CONDITIONS OF EMPLOYMENT

- Must possess valid Class 5 BC Driver's License and a reliable vehicle.
- Willing and able to travel as required.
- Willing and able to work overtime and weekends as required.
- Flexibility in managing a range of tasks and responding to multiple and shifting priorities.
- subject to a criminal records check
- Salary range: \$45,500 - \$50,960. Based on qualifications and experience.

HOW TO APPLY

Interested Applicants to submit their Cover Letter including their Resume or CV to the ATTN of:

ATTN: Bobby Watkinson
Email: sgsadministrator@statimcgs.org
Fax: 250-256-0445
Mail: PO Box 2218, Lillooet, BC, V0K 1V0
Location: #10 Scotchman Road, Lillooet, BC, V0K 1V0

Application Deadline: July 29th, 2024 @ 4:00 PM PST

Preference will be given to First Nation candidates. Further information on this position can be obtained from Bobby Watkinson, SGS Administrator at sgsadministrator@statimcgs.org

Please Note: We thank all applicants; only those selected for an interview will be contacted